

KENTUCKY Adult Education



Your future starts here!

Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

**English Literacy/Civics Education
FY 2014-15**

APPLICATION GUIDELINES

**Submission Deadline: July 14, 2014
5:30 p.m. (Eastern Time)**

Requests for Proposals

Kentucky Adult Education is seeking applications for English Literacy/Civics (EL/Civics) funding for fiscal year 2015 (July 1, 2014-June 30, 2015). Applicants should consider EL/Civics funding one-time grants.

Eligible Applicants

As this is a competitive process, KYAE welcomes and strongly encourages all eligible applicants to apply. All eligible agencies as defined below have the right to compete for adult education funding. All proposals from eligible agencies will be reviewed and considered for funding, regardless of whether the eligible agency has provided services in the past.

Eligible applicants include local educational agencies, community-based organizations of demonstrated effectiveness, volunteer literacy organizations of demonstrated effectiveness, institutions of higher education, public or private nonprofit agencies, libraries, public housing authorities, other nonprofit institutions with the ability to provide literacy services to adults and families, or a consortium of the agencies, organizations, institutions, libraries or authorities as described above. Community-based organizations and non-profit institutions include non-profit faith-based organizations.

Eligible Counties

Eligible counties are Barren, Boone, Calloway, Christian, Daviess, Fayette, Franklin, Graves, Hardin, Hopkins, Jefferson, Jessamine, Kenton, Logan, Madison, McCracken, Oldham, Shelby, Warren and Woodford. Based on submitted proposals, only one fiscal agent per county will be funded.

Eligible Students

Pursuant to Title II of the *Workforce Investment Act, the Adult Education and Family Literacy Act*, eligible adult education students are those individuals who:

- have attained 16 years of age;
- are not enrolled or required to be enrolled in secondary school under state law; and who
 - lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;
 - do not have a secondary school diploma or its recognized equivalent, or have not achieved an equivalent level of education; or
 - are unable to speak, read, or write the English language.

Students in the EL/Civics program must have limited English proficiency. These are eligible adults who have limited ability in speaking, reading, writing or understanding the English language and whose native language is one other than English or who lives in a family or community environment where a language other than English is the dominant language.

Grant Period

Successful applicants will be funded for 12 months (July 1, 2014-June 30, 2015).

Program Services

Programs should incorporate English literacy and civics education for immigrants and other students with limited English proficiency who are not required to be enrolled in school. To participate effectively in the education, work and civic opportunities of this country, immigrants must not only master English but also be able to understand and navigate governmental, educational and workplace systems and key institutions, such as banking and health care. The term “English literacy” indicates a program of instruction designed to help individuals of limited English proficiency achieve competence in the English language.

The Federal Register (November 17, 1999) defined civics education as *“an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation and U.S. history and government to help students acquire the skills and knowledge to become active and informed parents, workers and community members.”*

The programs shall include one or more aspects of civics education and may incorporate distance learning and online strategies and video services.

Enrollment Goals

Proposals must include the program’s enrollment goal for EL/Civics instruction and the goal for students achieving citizenship. The proposal must describe the methodology in developing the goals. Students must be enrolled in EL/Civics in Kentucky Adult Education Reporting System (KAERS).

Performance Indicators

Applicants will indicate how they will determine competencies gained by learners in the six civics curricula areas specified in Section A of the application narrative – citizenship, local and state history and government, U.S. history and government, citizenship and naturalization process, public services and community services. Proposals should include information on the standardized assessments that will be used to measure these competencies.

Successful applicants shall meet or exceed English-as-a-second-language (ESL) performance measures as negotiated by KYAE with the U.S. Office of Vocational and Adult Education in conjunction with the [National Reporting System](#). Performance measures for 2014-15 have not yet been negotiated. Applicants should review the [ESL performance measures](#) for the 2013-14 fiscal year with the understanding that these measures may be different in the 2014-15 fiscal year.

By June 30, 2015, programs must submit an annual report summarizing their program’s successes, including EL/Civics enrollment, citizenship attainment and academic performance in the NRS ESL educational functioning levels. The report should also include other EL/Civics activities and achievements.

Personnel

Applicants shall comply with the 2014-15 [KYAE Policy and Procedures Manual](#) Personnel section. All personnel must meet minimum qualifications in the Personnel and Professional Development sections.

Fiscal

Estimated grant awards are based on formula funding according to American Community Survey, 2006-10, on numbers of people whose native language is not English. Funding is available for up to 20 counties. If fewer than 20 applicants are funded, the estimated grant awards may be revised.

Receipt of an EL/Civics grant does not guarantee the availability of this funding for any subsequent year; programs should consider EL/Civics funding a one-time grant.

A maximum of five percent of the total EL/Civics grant may be allotted to administrative costs. If the limit of five percent is too restrictive to allow for adequate planning, administration, personnel development and interagency coordination, the eligible provider may negotiate with KYAE to determine an adequate level of funds to be used for noninstructional purposes. A strong justification must be presented.

Funds received under this grant program shall be used to supplement and not supplant funds already available to the applicant from other sources for purposes authorized by the Adult Education and Family Literacy grant program.

The applicant shall retain all records of financial transactions and accounts relating to this grant for a period of three years and shall make such records available for inspection and audit by an authorized representative of Kentucky Adult Education.

Documents of hours worked shall be maintained for Kentucky Adult Education-funded employees in the fiscal office and/or office of the program director.

Applicants shall have sufficient working capital to sustain the program services until the first invoice is paid according to the state contracting and invoicing process.

Preparing and Submitting the Application

Applications shall be typed and double-spaced, with twelve-point standard font (Times New Roman or Arial preferred) and one-inch margins.

The submitted application packet consists of a signature page, a narrative section and forms. Use this [checklist](#) to ensure you have completed all required sections of the application packet.

All completed application packets should be sent by e-mail to Elizabeth Arauz at Elizabeth.Arauz@ky.gov. All required sections of the application must be submitted together in the same e-mail, including the signature page and campaign finance law compliance form.

The original signature page and campaign finance law compliance form should be mailed hard copy to:

**Elizabeth Arauz
Kentucky Adult Education
1024 Capital Center Drive, Suite 250
Frankfort KY 40601**

Attachments to the application, other than the required forms and worksheets, are not permitted.

Application Deadline

The application shall be submitted electronically to Kentucky Adult Education at the e-mail address above no later than **5:30 p.m. (Eastern) July 14, 2014.**

The original signature page and campaign finance law compliance form with required signatures shall be mailed hard copy to the address above and postmarked on or before **July 14, 2014.**

Process for Application Review

Teams of expert readers from Kentucky Adult Education and Council for Postsecondary Education staff will review applications.

Applications will be scored on a 100-point scale. See the narrative section for distribution of points. Applications must achieve a minimum of 70 points to be approved.

Links for Assistance and Reference

EL/Civics resources:

- [EL/Civics-Related Resources](#)
- [Southern LINCS EL/Civics Resources](#)
- [U.S. Department of Education, Office of Vocational and Adult Education's English Literacy/Civics Education Research and Resources](#)

Technical Assistance

For further assistance, contact Jacqueline Korengel at (502) 573-5114, ext. 102, or Jacqueline.Korengel@ky.gov. The subject line should read "KYAE English Literacy/Civics Education Grant Questions".